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**King County
Office of Emergency
Management** PSF

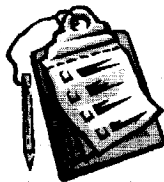
PSF11A

2000 Training Course and Workshop Schedule

Registration Information

How to Register:

- ▶ You may register by phone, mail, fax or email. One registration form per person. (See the registration form on page 14.)
- ▶ Payment or purchase order must accompany each registration form.
- ▶ Class size is sometimes limited; registration will be taken on a first come, served basis.
- ▶ Unless otherwise noted, the fee structure for classes is \$30 for 4-hours and \$60 for classes over 6 hours.
- ▶ No lunch is provided for training classes.



Cancellation Policy:

- ▶ King County Office of Emergency Management reserves the right to cancel a course at any time due to circumstances beyond its control and / or the minimum class size was not met.
- ▶ Most classes require a minimum of 10 participants, unless otherwise noted.
- ▶ All cancellations must be received no later than 4:00 PM on the cancellation date indicated for each class offering. All cancellation dates are one week prior to the training class.
- ▶ Any cancellations after the indicated date or no shows will forfeit their tuition.
- ▶ If you can't find a substitute and need to cancel, call Jan Porter at (206) 296-3830.

Billing Policy:

- ▶ Invoices will be sent after completion of each class.
- ▶ If a class was cancelled and pre-payment was made, the check will be returned or applied to another 2000 class offered.

Dress:

- ▶ For other classes, we recommend business casual dress and a sweater or jacket due to room temperature fluctuations.

Special Requests:

- ▶ If you are a public agency in unincorporated King County, we can make arrangements for on-site classes.
- ▶ If you are within the boundaries of a jurisdiction that has an Emergency Management Office, we can arrange on-site classes at a fee.
- ▶ For further inquiries, call our office at 206-296-3830.

King County Office of Emergency Management

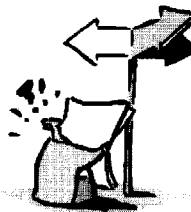
2000 Training Courses

Directions

King County Emergency Operations Center

The King County Emergency Operations Center (EOC) is at 7300 Perimeter Road South, Room 128, just off of Airport Way, across from the main terminal building at Boeing Field/King County Airport.

Heading southbound on I-5, take exit #161 (Albro Place/Swift), turn right onto Albro. Turn right at the next light, then bear right at the next intersection. Turn right onto Airport Way and follow it south for 2/3 mile to the entrance to King County Airport. Turn right into the main entrance of King County Airport and then continue straight ahead into the Visitor Parking Area.



From I-5 northbound, take exit #158 (Airport Way/East Marginal Way), bear right onto the cloverleaf, and continue over I-5. Then take the first right onto Airport Way. Go 2 miles. Turn left past the traffic light into the main entrance of King County Airport and continue straight ahead into the Visitor Parking Area.

Mercer Island City Hall

The Mercer Island City Hall is at 8236 SE 24th Street, just off of Interstate 90.

To reach Mercer Island City Hall, from I-90 eastbound (from Seattle), take Exit #8, East Mercer Way. At stop light take a hard right onto SE 36th Street (this road parallels the south side of the freeway). City Hall is the third building on the left.

From I-90 westbound (from Bellevue), take Exit #8, East Mercer Way. At the stop sign turn left, this road carries you over the freeway. Get in the right hand lane, this will force you to turn right onto SE 36th Street (this road parallels the south side of the freeway). City Hall is the third building on the left.

2000 Training Courses

King County Office of Emergency Management

2000 Calendar of Classes & Conferences

Date	Training Title	Time (length)	Fee
Jan 26	Intro to Incident Command System for Non-Fire Personnel	1:30-4:00 (2 1/2 hrs)	\$30.00
Feb 16-17	Western WA School Emergency Management Conference	see description	\$\$
Feb 24	King County EOC Orientation	9:30-11:00 (1 1/2 hrs)	FREE
Mar 15	Exercise Design & Development Overview	1:00-4:00 (3 hrs)	\$30.00
Mar 21	Purchase and Storage of Disaster Supplies	1:00-4:00 (3 hrs)	\$30.00
Mar 29	Post-Earthquake Safety Evaluation of Buildings (ATC-20)	8:00-Noon (4 hrs) (class min. of 20)	\$40.00
Apr 1-2, 29-30	King County Search & Rescue Academy	see description	\$\$
Apr 5	HazMat Awareness	1:00-5:00 (4 hrs)	\$30.00
Apr 12	Incident Command System for School Principals & Administrators	8:30-Noon (4 hrs) at Mercer Island	\$30.00
Apr 20	Screening of Buildings for Potential Seismic Hazards (ATC-21)	8:00-Noon (4 hrs) (class min. of 20)	\$40.00
Apr 25-26	Partners in Emergency Preparedness Conference	see description	\$\$
May 3	King County EOC Orientation	1:30-3:00 (1 1/2 hrs)	FREE
May 6-7	Emergency Communicators Academy	see description	\$\$
May 9	Earthquake Safe Work Environments: A Non-Structural Mitigation Workshop	1:00-4:30 (3 1/2 hrs)	\$30.00
May 18	HazMat Operations (*prerequisite)	7:30-5:30 (10 hrs)	\$60.00
May 23	Shelter Simulation Shelter Operations (*prerequisite)	9:00-Noon (3 hrs) 1:00-4:00 (3 hrs)	FREE

King County Office of Emergency Management

2000 Training Courses

2000 Calendar of Classes & Conferences

Date	Training Title	Time (length)	Fee
Sep 19	Purchase and Storage of Disaster Supplies	1:00-4:00 (3 hrs)	\$30.00
Sep 21	Shelter Operations Shelter Simulation	9:00-Noon (3 hrs) 1:00-4:00 (3 hrs)	FREE
Sep 27	Post-Earthquake Safety Evaluation of Buildings (ATC-20)	8:00-Noon (4 hrs) at Mercer Island (class min. of 20)	\$40.00
Oct 5	Intro to Incident Command System for Non-Fire Personnel	1:30-4:00 (2 1/2 hrs)	\$30.00
Oct 10	Exercise Design and Development Overview	1:00-4:00 (3 hrs)	\$30.00
Oct 18	Earthquake Safe Work Environments: A Non-Structural Hazard Mitigation Workshop	1:00-4:30 (3 1/2 hrs)	\$30.00
Oct 19	Screening of Buildings for Potential Seismic Hazards (ATC-21)	8:00-Noon (4 hrs) at Mercer Island (class min. of 20)	\$30.00
Nov 2	Incident Command System for School Principals & Administrators	1:00-4:30 (3 1/2 hrs)	\$30.00
Nov 11	Shelter Manager's Workshop	9:00-4:00 (6 hrs) at ARC facility	FREE

2000 Training Courses

King County Office of Emergency Management

Class Descriptions

Preparedness Classes

Purchase & Storage of Disaster Supplies

This workshop begins with a discussion of the planning issues organizations should consider as they prepare to purchase disaster supplies. Types of supplies, calculations for quantities, and equipment to support response teams will be covered. Vendors will discuss their product preferences and discuss their approaches to acquiring disaster resources.



Target Audience: Safety committee members, facility managers and other with supply acquisition responsibilities
Instructor: King County Emergency Management
When & Where: Tuesday, March 21 at 1:00-4:00 p.m. - King County EOC
 Tuesday, September 19 at 1:00-4:00 p.m. - King County EOC
Register by: March 15 & September 13
Cost: \$30

Earthquake Safe Work Environments: Non-Structural Hazard Mitigation Workshop

When the ground shakes, falling and flying objects pose a significant threat to life safety and impede the ability of organizations to get up and running again. This workshop will provide participants with the ability to assess, prioritize and communicate the seismic safety hazards of a typical office, warehouse, or light industrial facility. Participants will also learn how these hazards can be mitigated and/or the space can be redesigned to minimize the impacts on building occupants.



Target Audience: Facility managers, safety committee members, and others with a role in workplace safety
Instructor: King Co. Emergency Management & Safety Office Trainers
When & Where: Tuesday, May 9 at 1:00-4:30 p.m. - King County EOC
 Wednesday, October 18 at 1:00-4:30 p.m. - King County EOC
Register by: April 28 & October 9
Cost: \$30

King County Office of Emergency Management

2000 Training Courses

Exercise Design and Development Overview

This overview class is recommended for anyone responsible for testing emergency procedures, diagnosing problems in emergency plans, or identifying responsibilities and relationships in disaster scenarios. It covers the sequential steps in gathering resources for the creation of an effective exercise and the development of a team-generated exercise.

Target Audience: Plans and training personnel from hospitals, schools, government and industry
Instructor: King County Emergency Management
When & Where: Wednesday, March 15 at 1:00-4:00 p.m. - King County EOC
 Tuesday, October 10 at 1:00-4:00 p.m. - King County EOC
Register by: March 8 & October 3
Cost: \$30

Building Safety Training Classes

ATC 20 Post-earthquake Safety Evaluation of Buildings

This class covers the basic principles of structure evaluation after an earthquake following the Applied Technology Council (ATC) method. King County and cities have inspectors to perform building evaluations following an earthquake; however, given the potential for delay and the need for site-specific information, it is helpful for people on-site to understand the criteria used to determine if a building is safe for occupancy. A basic knowledge of construction methods is helpful but not necessary. The class fee includes an ATC-20 Field Manual.



Target Audience: Facilities maintenance, construction management and others with facility responsibilities at public agencies, businesses, and schools
Instructor: J.R. Barker, P.E.
When & Where: Wednesday, March 29 at 8:00-Noon - King County EOC
 Wednesday, September 27 at 8:00-Noon - Mercer Island City Hall
Register by: March 20 & September 18
Cost: \$40

2000 Training Courses

King County Office of Emergency Management

ATC 21 Screening of Buildings for Potential Seismic Hazards

This course helps organizations assess building safety before an earthquake. The procedure is meant to be the preliminary screening phase of a multi-phase process of structural hazard mitigation. The Rapid Screening Procedure presented in this course is a "sidewalk survey" approach, which will help identify potentially hazardous buildings that should be analyzed in more detail by a professional engineer. Course includes a FEMA Handbook on Rapid Visual Screening of Buildings for Potential Seismic Hazards.

Target Audience: same as ATC-20

Instructor: J.R. Barker, P.E.

When & Where: Thursday, April 20 at 8:00-Noon - King County EOC
Thursday, October 19 at 8:00-Noon - Mercer Island City Hall

Register by: April 11 & October 10

Cost: \$40

EOC Training Classes

King County EOC Orientation

This class is an orientation to the King County Emergency Operations Center (EOC). Topics include: the function of King County's EOC, King County EOC organization, roles and responsibilities, and familiarization with the facility.

Target Audience: For newly named agency or county department representatives to the King County EOC

Instructor: King County Emergency Management

When & Where: Wednesday, February 24 at 9:30-11:00 a.m. - King County EOC
Thursday, May 3 at 1:30-3:00 p.m. - King County EOC

Register by: February 15 & April 24

Cost: FREE



Hazardous Material Training Classes

HazMat Awareness

The most basic training for recognition and identification of hazardous materials releases. Fulfills WAC 296-62-3112 requirements for professionals with possible hazardous materials exposures in their duties. Certificate with passing grade on quiz.

Target Audience: Public or private organizations and citizens who may witness a hazardous materials release

Instructor: King County Emergency Management

When & Where: Wednesday, April 5 at 1:00-5:00 p.m. - King County EOC

Register by: March 27

Cost: \$30



HazMat Operations

Intensive class covering equipment, personal protective clothing and procedures needed for the confinement of a hazardous materials release (defensive posture). Includes a field practical (drill) and written quiz; certificate with passing grade.

Prerequisite: HazMat Awareness & Incident Command System (ICS)

Target Audience: Personnel with hazardous materials storage, use or related job types

Instructor: King County Emergency Management (qualified instructor)

When & Where: Thursday, May 18 at 7:30 a.m. -5:30 p.m. - King County EOC

Register by: May 9

Cost: \$60

Incident Command System Training Classes

Incident Command System (ICS) for Non-Fire Personnel

This class covers the origin of ICS, ICS functions and structure, ICS terminology and principles, and the various application of ICS. The use of ICS in managing in-house private or public sector responses will also be discussed. Certificate with passing grade on quiz.

Target Audience: Anyone with expectations of working with fire or police command during emergencies and disasters

Instructor: King County Emergency Management

When & Where: Wednesday, January 26 at 1:30-4:00 p.m. - King County EOC
Thursday, October 5 at 1:30-4:00 p.m. - King County EOC

Register by: January 17 & September 26

Cost: \$30



Incident Command System for School Principals & Administrators



Providing direction and control during a disaster, especially when the organization is not usually in the emergency response business, is an exceptional challenge. This class introduces the principles of ICS and provides training in how ICS can be built into a school's disaster plan, how ICS works during disaster response, and how it is used to transition into disaster recovery.

Target Audience: Principals and those who will be providing leadership for schools in emergency situations

Instructor: King County Emergency Management

When & Where: Wednesday, April 12 at 8:30-Noon - Mercer Island City Hall
Thursday, November 2 at 1:00-4:30 p.m. - King County EOC

Register by: April 3 & October 24

Cost: \$30

American Red Cross Classes - Offered by the Seattle/King County Chapter

Shelter Operations

This course prepares Red Cross and other agencies to effectively and sensitively manage shelter operations as a team so that the needs of displaced disaster victims can be met.

Instructor: American Red Cross

When & Where: Tuesday, May 23 at 9:00-Noon - King County EOC
Thursday, September 21 at 9:00-Noon - King County EOC

Register by: May 12 & September 12

Cost: FREE

Shelter Simulation

The purpose of this training is to provide participants an opportunity to practice the knowledge and skills needed to run a successful shelter operation. Working as a team, participants will open, operate and close a shelter.



Prerequisite: Shelter Operations

Instructor: American Red Cross

When & Where: Tuesday, May 23 at 1:00-4:00 p.m. - King County EOC
Thursday, September 21 at 1:00-4:00 p.m. - King County EOC

Register by: May 12 & September 12

Cost: FREE

Shelter Manager's Workshop

Learn the specific role and responsibilities of the Shelter Manager position in a Red Cross shelter. Instructed by an experienced Shelter Manager, participants will learn the expectations of a Shelter manager. This workshop is intended for those who have some experience working in a shelter.

Instructor: American Red Cross

When & Where: Saturday, November 11, 9:00 a.m.-4:00 p.m. - King County EOC

Register by: November 2

Cost: FREE

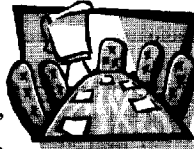
Other Training Opportunities (Conferences & Academies)

4th Annual Western Washington School Emergency Management Conference

This is Washington's only conference that provides a comprehensive emergency management program of preparedness, response, recovery, and mitigation for schools and preschools. This year's highlights will include a review of the Littleton, Colorado shooting incident, involving students in your school's emergency preparedness program, working with media, and Incident Command System training.

When & Where: Wednesday-Thursday, February 16-17 at the Shoreline Conference Center in Shoreline

To Register: Call 206-205-8114 or send email to: jan.porter@metrokc.gov



Partners in Emergency Preparedness Conference

This is the biggest regional "public and private partnership" conference. It is co-sponsored by WWEN, Washington State Emergency Management Division and Washington State Emergency Management Association. The mission of the conference is to bring together representatives from business, volunteer and public sectors from across the Northwest in order to effectively plan, respond and recover from natural and technological disasters.

When & Where: Tuesday-Wednesday, April 25-26 at the Double Tree Hotel in Bellevue

To Register: Call Columbia Resource Group at 206-441-6448 or email them at: preparedness@crngnet.com

King County Sheriff's Office Search & Rescue Academy

This annual academy allows Search and Rescue volunteers and others the opportunity to learn and refresh a number of SAR skills. Types of classes being offered for 2000 is: standard first aid, standard CPR, pathogens, SAR survival, SAR techniques, map and compass, etc.

When & Where: Saturday-Sunday, April 1-2 & 29-30 at McKnight Middle School in Renton

To Register: Check the website at: www.metrokc.gov/sheriff/sar1.htm (available in January)

Emergency Communicators Academy

This event will focus on the four subject areas of: 1) Emergency Management, 2) Radio Operations, 3) Technical, and 4) Unit Specific. The "Unit Specific" courses will be unique curriculum specific to particular units. As well as courses in Practical Packet, ARPS, GPS, 800 Megahertz, Satellite, Amateur TV and Field Operations.

When & Where: Saturday-Sunday, May 6-7 starting at 8:00 a.m. - Sand Point

To Register: Stay tuned to web updates on www.metrokc.gov/prepare starting closer to this event

**King County Office of Emergency Management
Training Registration Form**

Your Name: _____

Daytime Phone: _____

Fax Number: _____

E-Mail Address: _____

Organization Represented: _____

Mailing Address: _____

Position in Organization: _____

Class Name (s)	Date (s)	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Make Checks Payable to: King County Finance

Registration Questions? Call Jan Porter at (206) 205-8114
Class Content Questions? Call Laurel Nelson at (206) 205-8110

REGISTRATION FORMS MAY BE FAXED TO:
(206) 296-3838

MAIL TO:

King County Office of Emergency Management
ATTN: Jan Porter
7300 Perimeter Road South, Room 128
Seattle, WA 98108-3848
County Interoffice Mail Stop: AIR-IA-0128

2000 Training Courses

King County Office of Emergency Management



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Office of Emergency Management
7300 Perimeter Road S., Room 128
Seattle, WA 98018-3848

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Cynthia Stewart
ACF-CF-0100

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